13 March 2012

Ultilearn

User Manual

Version 3.0

For The

Ultilearn Learning System

Headquarters Air Cadets

Logistics – Bader

(Logs 4)

Bader Project Number – 001hb.2

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Revision Notice

Document Revision History			
Revision	Date	Section	Description of Change
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1.0 STUDENT INFORMATION

1.1 Introduction

This document is to be utilised when using the Ultilearn learning system. It details how a user will undertake actions, from logging in to registering a course, along with providing explanations and screenshots to further inform the user of the processes they need to undertake to use the system successfully. Courses are purely the terminology this system uses, it also encompasses exams. Cadets will use their Ultilearn account to login to the system as detailed below.

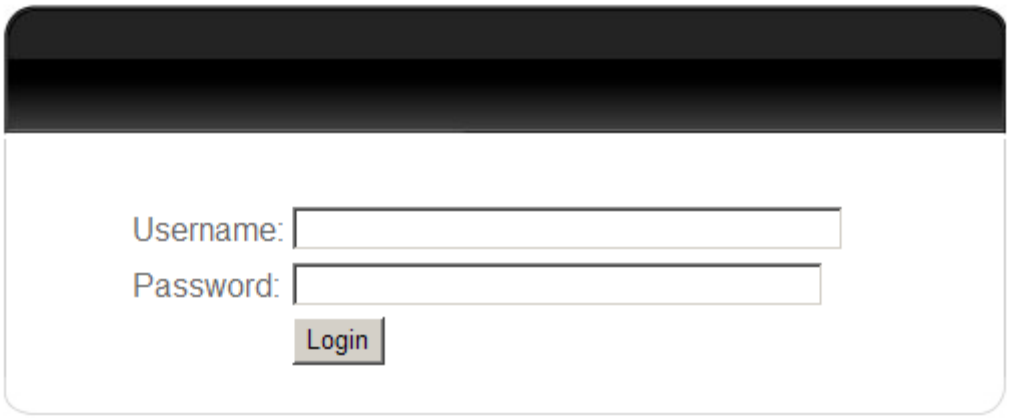
You can find the Ultilearn site on the Bader Landing site, the URL is https://news.bader.mod.uk

Note: The look and feel of Ultilearn does vary from system to system, but the functionality remains unaffected.

1.2 Logging into Ultilearn

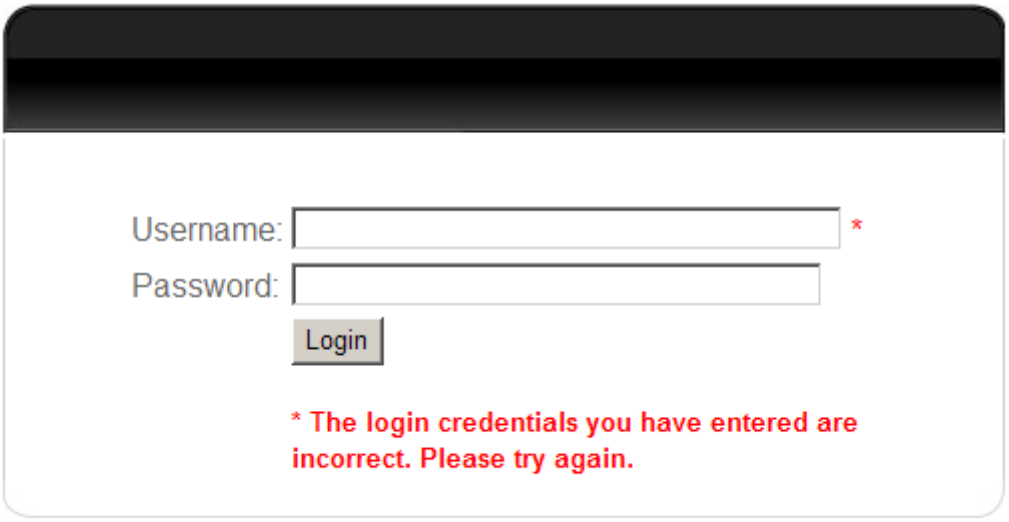
The figure below (figure 1) shows the initial login dialog which will be presented on entry of the Ultilearn URL. Enter your user name and given to you by your Wing Training Officer.

Figure 1 – Login Screen



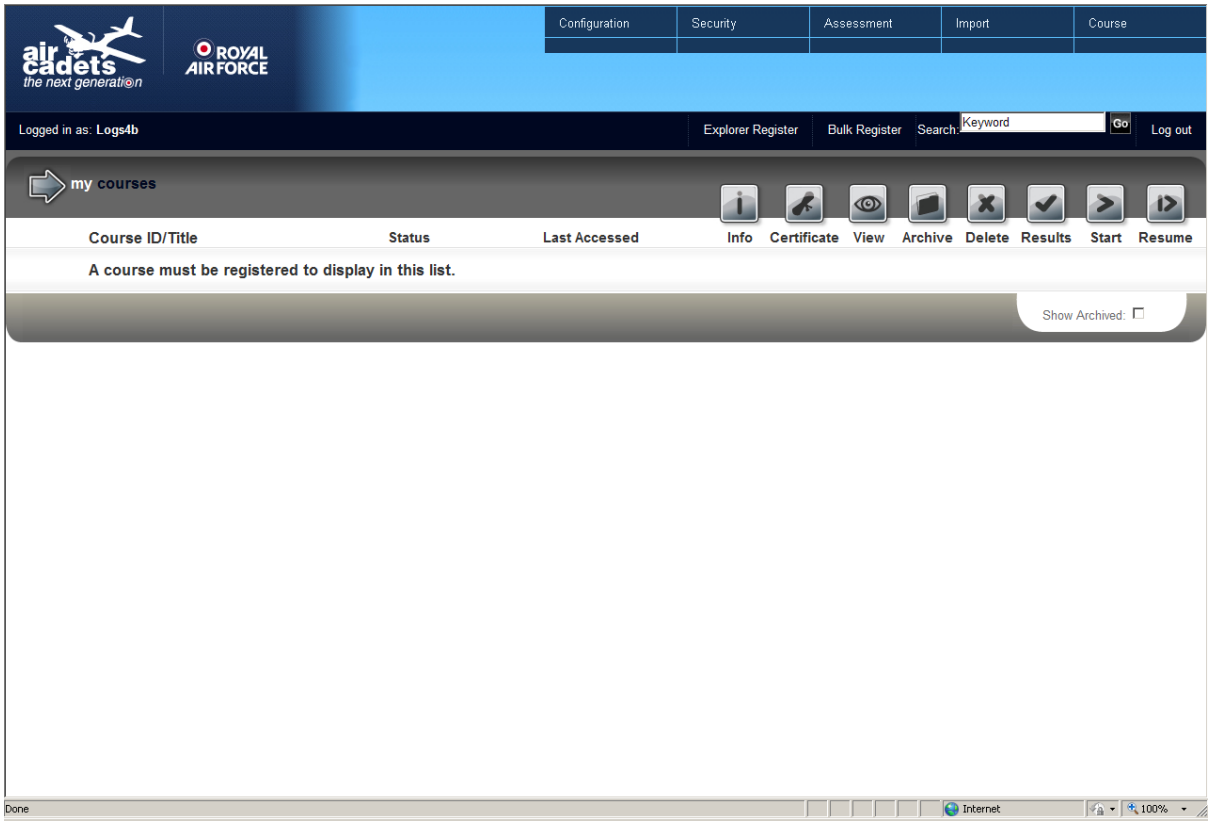
Should you enter your password or user name incorrectly you will be greeted with the following message '* The login credentials you have entered are incorrect. Please try again.' See figure 2 for an example. Should you repeatedly enter your login credentials incorrectly you will be locked out of your account. To resolve this you will need to raise an E-Learning service request on the Bader Help Desk. Refer to Section 4 should you require aid creating an E-Learning service request.

Figure 2 – Incorrect Login Credentials



Once logged in you will be greeted with the 'My Courses' page. This will be shown following a successful login to Ultilearn. See figure 3.

Figure 3 – My Courses

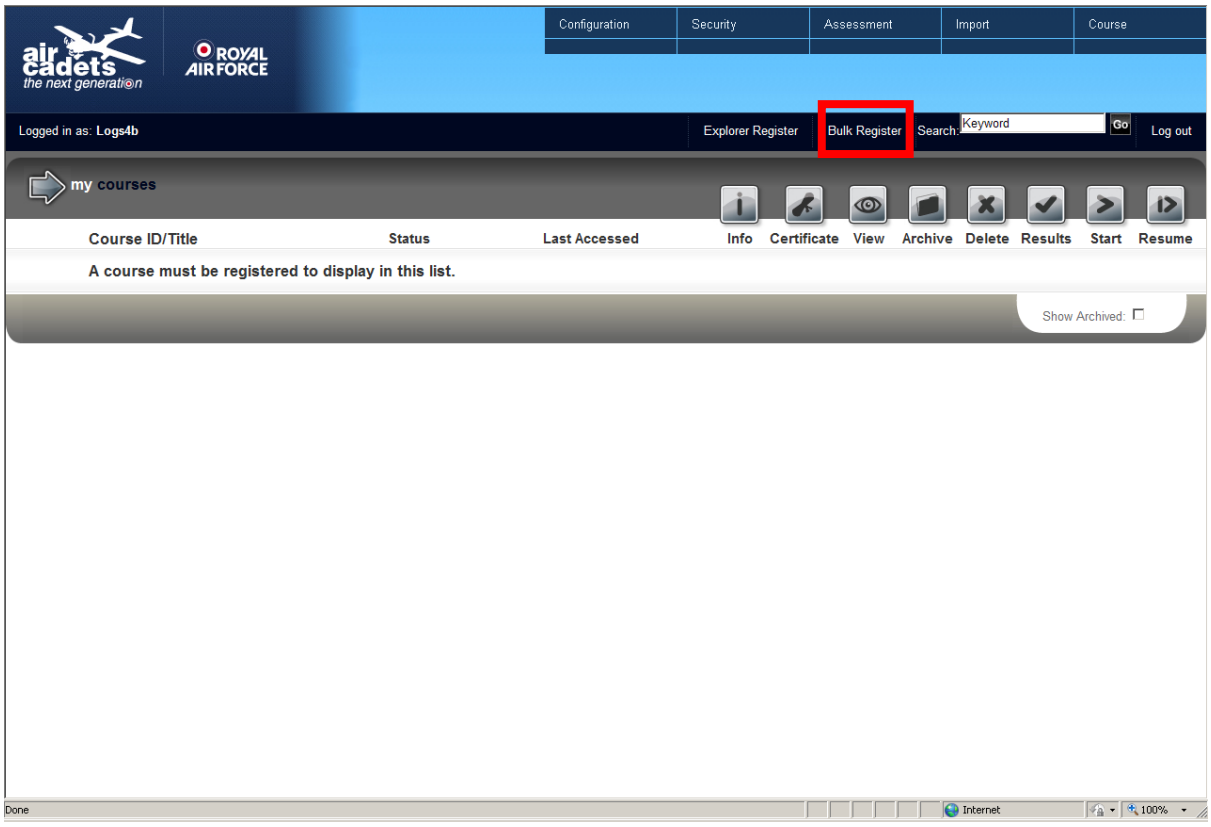


2.0 REGISTER FOR A COURSE

2.1 Course Registration

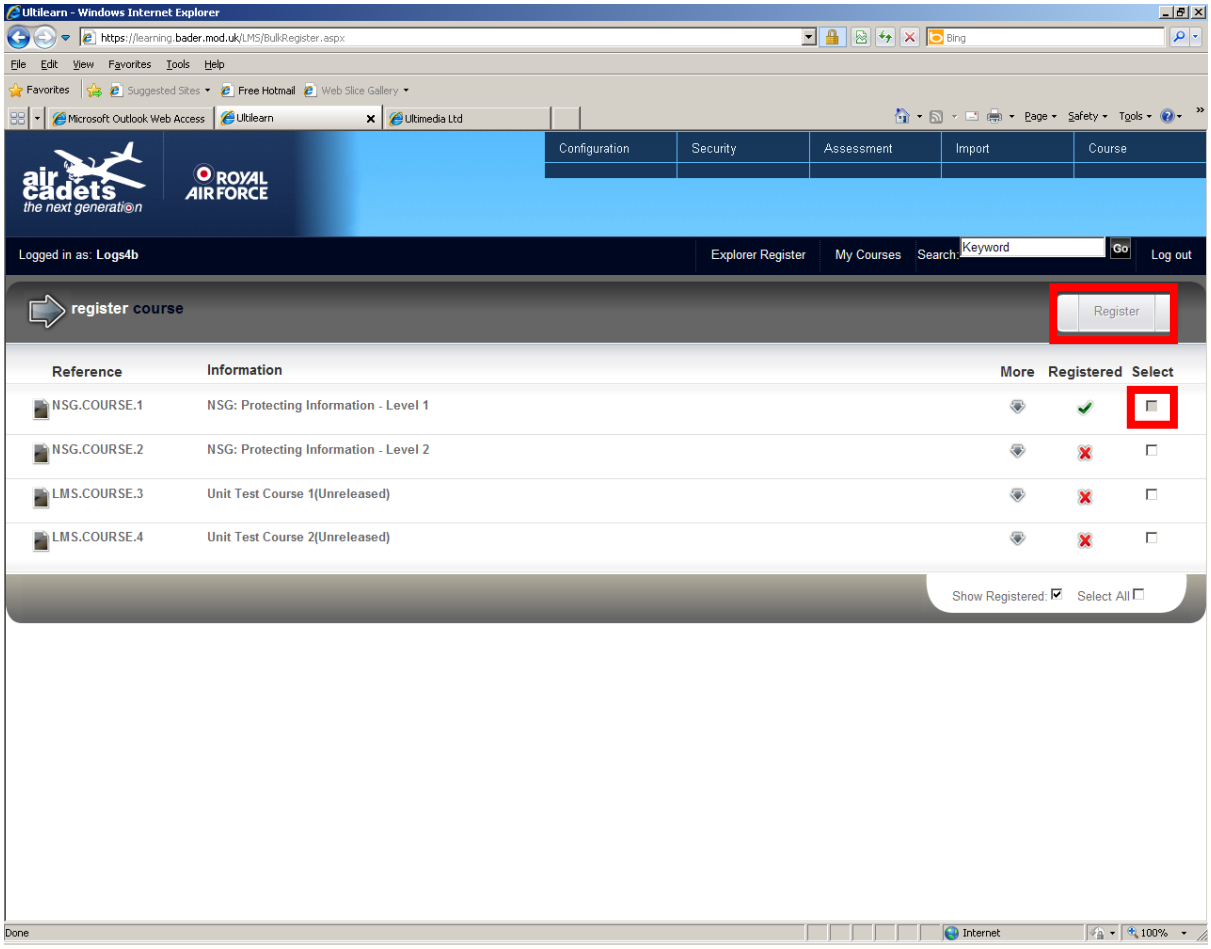
Once you logged in (See chapter 1) you will have to option to register for courses as they become available. This is done within the system. Your access to courses will be determined by the course administrators. To register for a course click on the 'Bulk Register' button on the Ultilearn menu bar (See figure 4). You can also use the 'Explore Register' button to register for courses.

Figure 4 – Register for a Course



The register course page will now be displayed (See figure 5). Registered courses will be shown with a ✔ whilst unregistered courses will be shown with a ✖.

Figure 5 – Register Course page



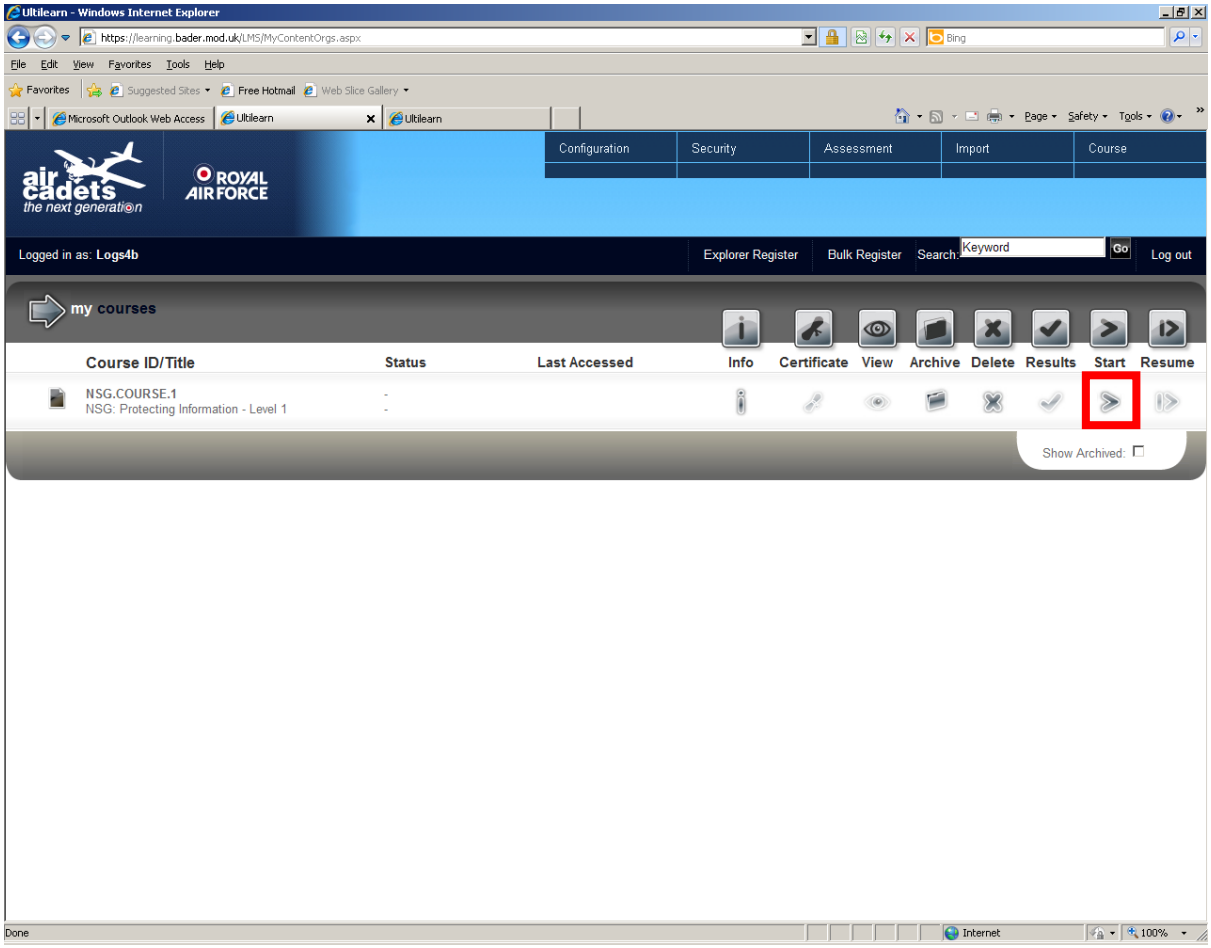
To register for a course, click the select box in line with the course and click the register button. You can register for multiple courses in one instance. Once you have clicked the 'Register' button you will then be redirected back to the 'My Courses' page displaying the courses you have registered for.

3.0 LEARNING ON ULTILEARN

3.1 Running a Course

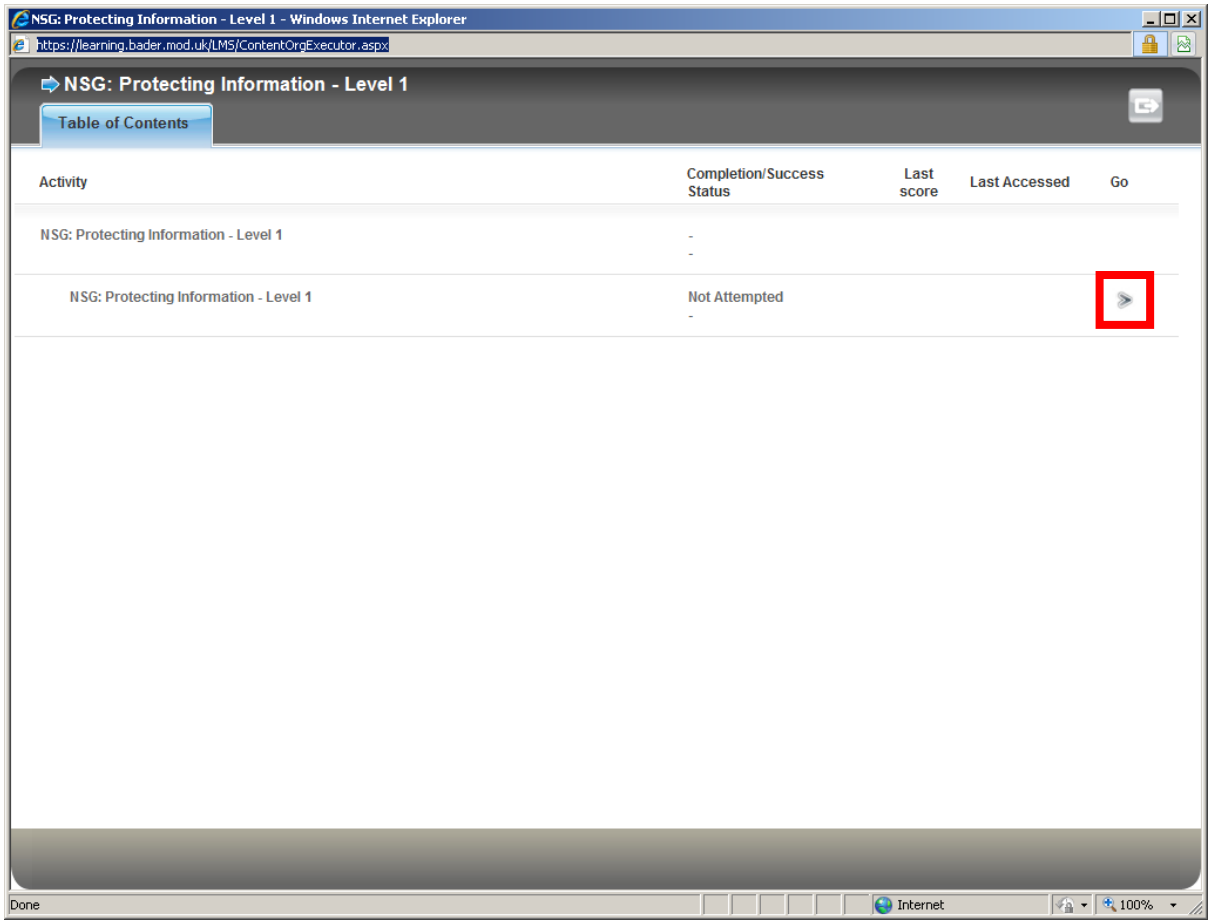
To run a course, simply left click on the 'Start' button aligned with the course you would like to undertake (See figure 6).

Figure 6 – Starting a Course



A table of contents will then open, displaying a list of lessons and exams related to that particular course (See figure 7).

Figure 7 – Table of Contents

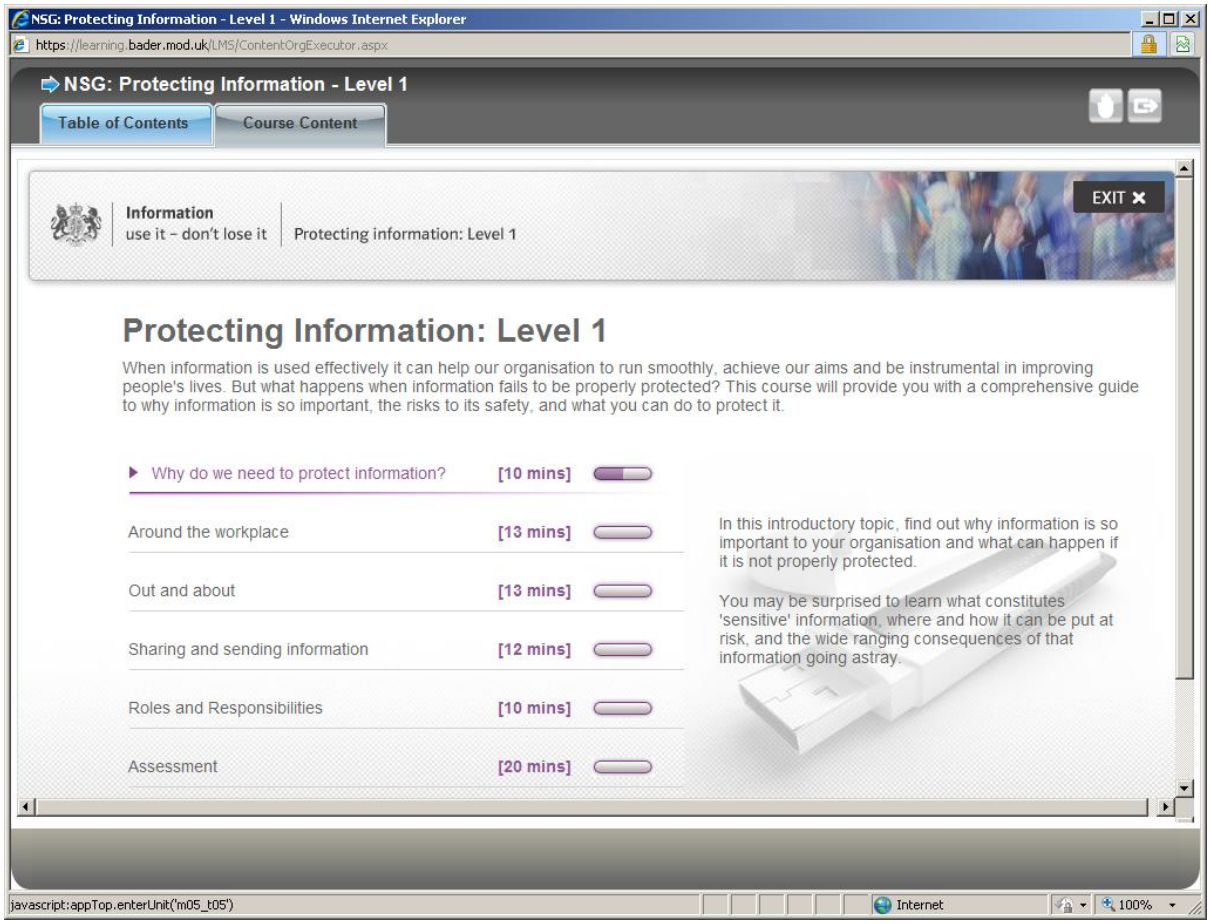


To start a lesson or view an asset link, click the 'Go' button aligned with the course content.

When the lesson starts it will display an introductory page to the lesson, a menu will be displayed to the left of the screen. To navigate through the pages of content use the navigate buttons at the top of the screen or the menu panel on the left of the screen. However, this is course dependant. The example below (See figure 8) shows neither the navigate buttons or the menu panel, but instead comes with its own method of navigation. As it is a purchased and imported course, not one produced in house.

Note: Many of these 'off the shelf' courses are available.

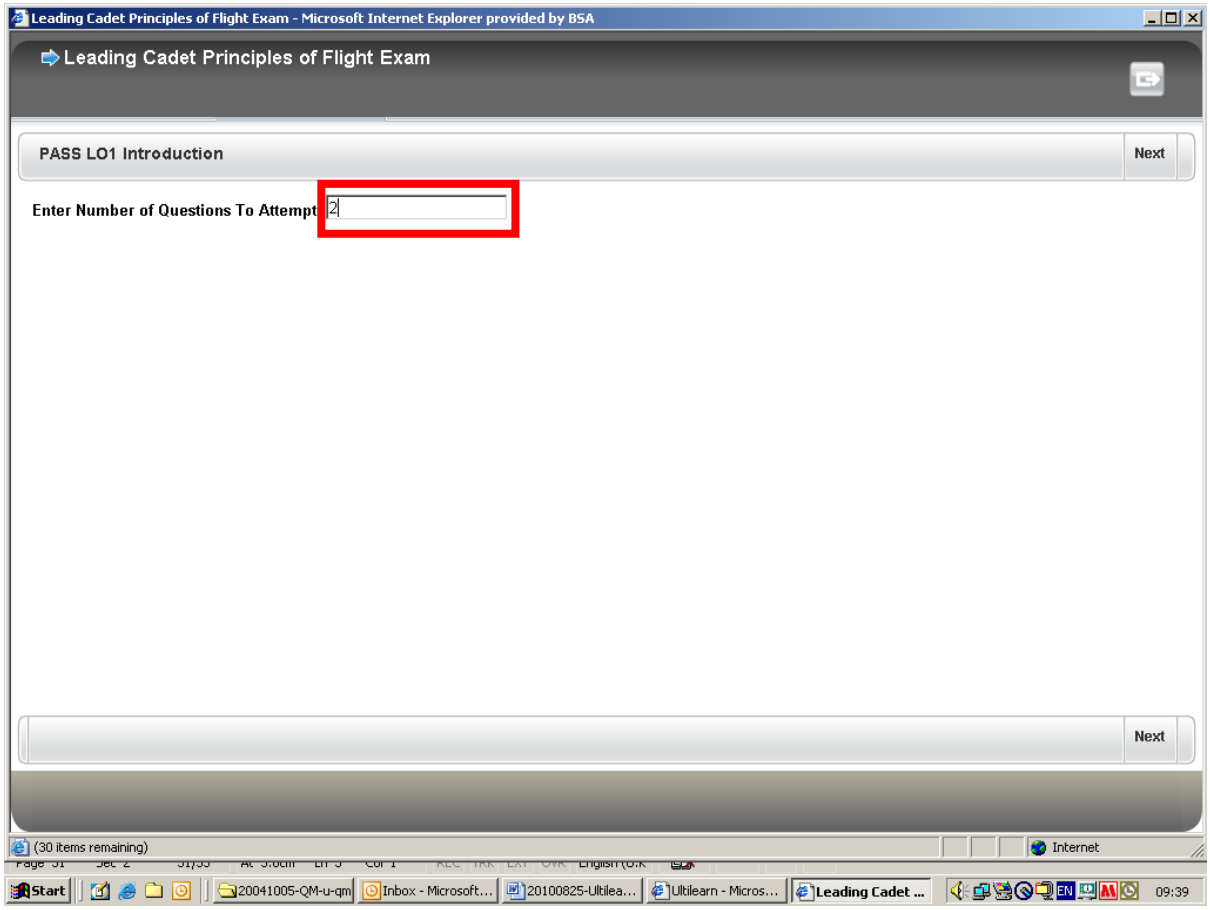
Figure 8 – Course Navigation



3.2 Running an Exam

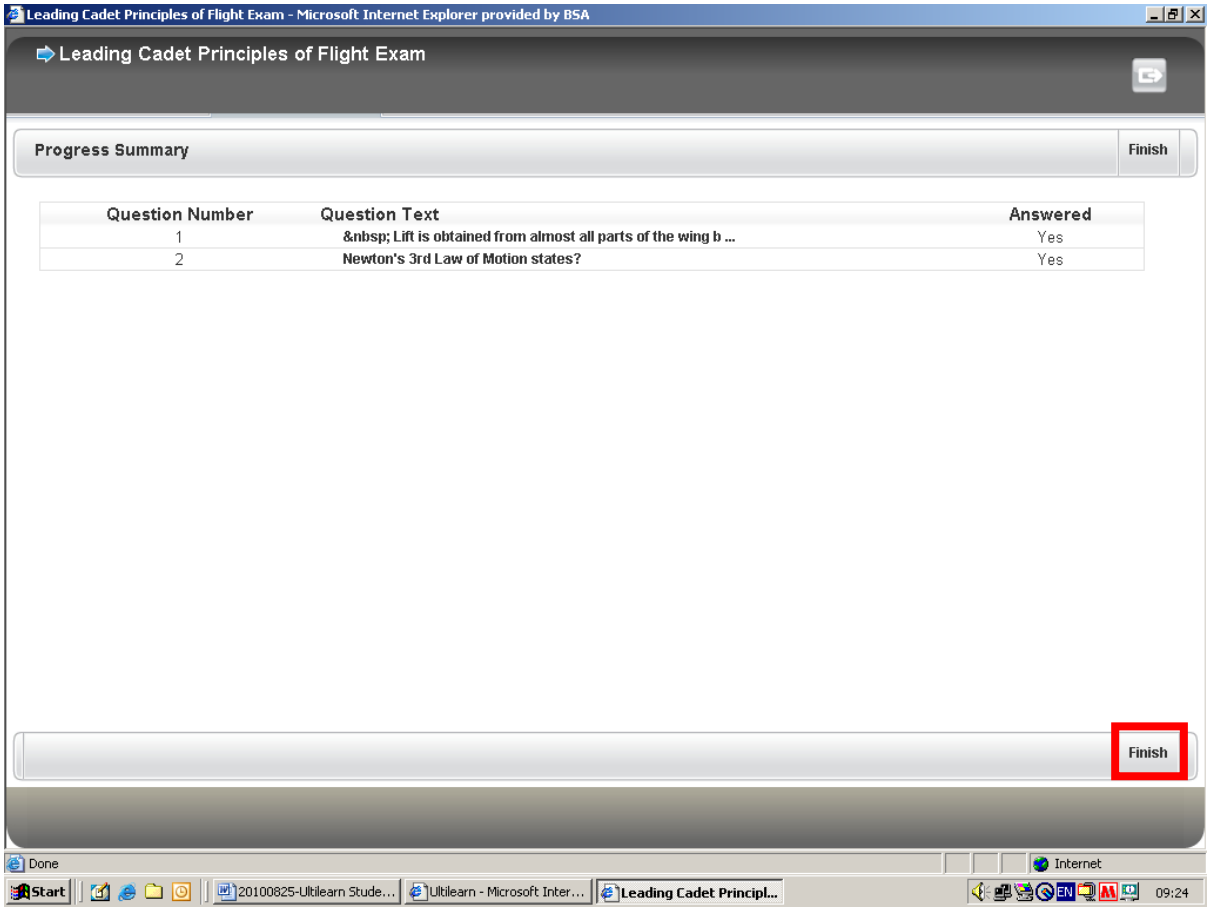
To run any Examinations you are required to register for the exam (See Chapter 2). Once registered for the exam, start the examination (See Chapter 3.1 *Figure 6*). However you will be asked to select the number of questions you wish to undertake, you must enter '2' (See figure 9) then click 'Next'.

Figure 9 – Number of Questions



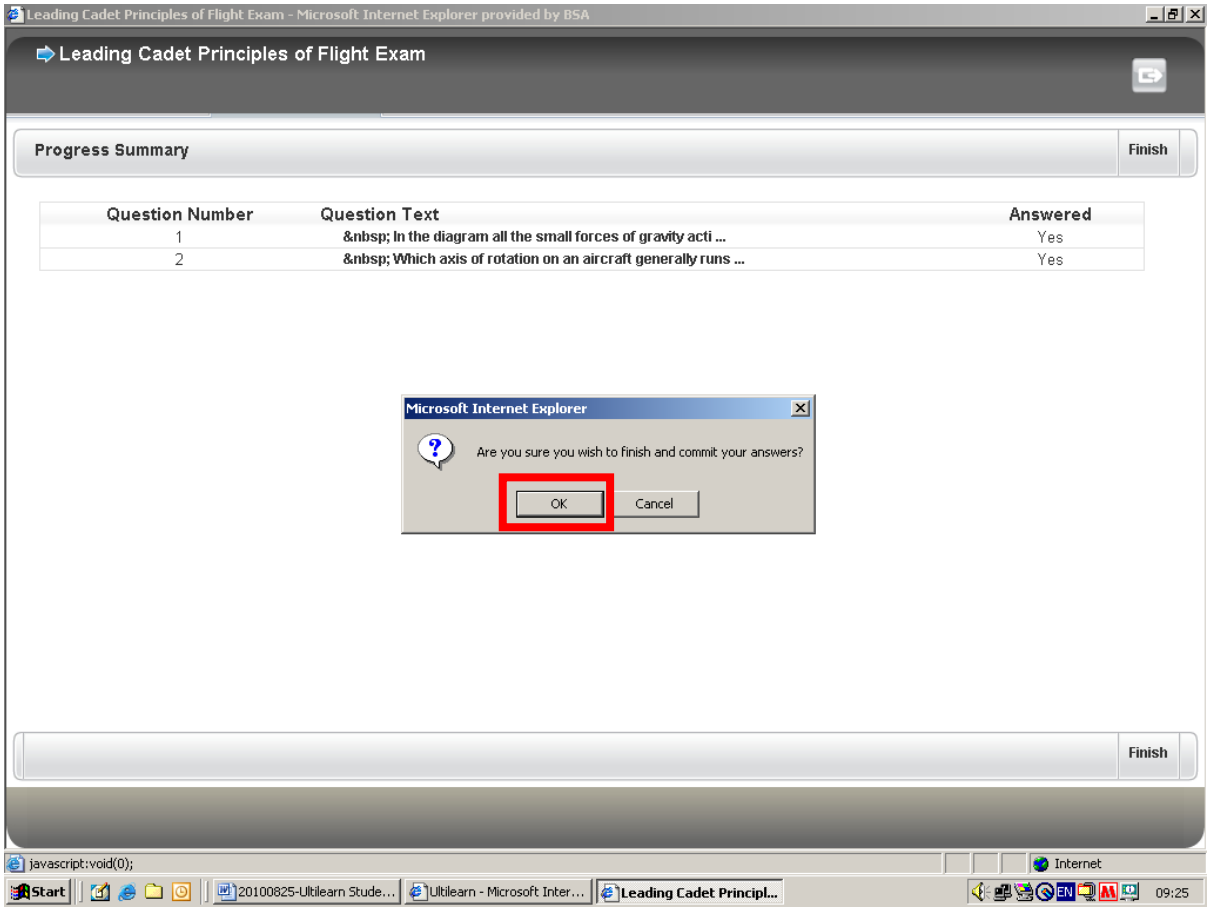
Each learning outcome requires two questions to be answered correctly. Once you have answered each question to the best of your ability click 'Finish' (See figure 10).

Figure 10 – Progress Summary



You will then be prompted to confirm you are happy to submit your answers. To proceed you need to click 'Ok' (See figure 11).

Figure 11 – Commit Answers



Repeat Chapter 3.2 until you have completed all learning outcomes.

Once you have completed your examination you can view the results, see Chapter 3.7.6 Course Results for further details.

3.3 Question Types

There are a variety of question types in Ultilearn, they are detailed below.

3.3.1 True / False

Figure 12 – True or False Question

Select either True or False.

3.3.2 Numeric

Figure 13 – Numeric Question

Enter a number in the empty box.

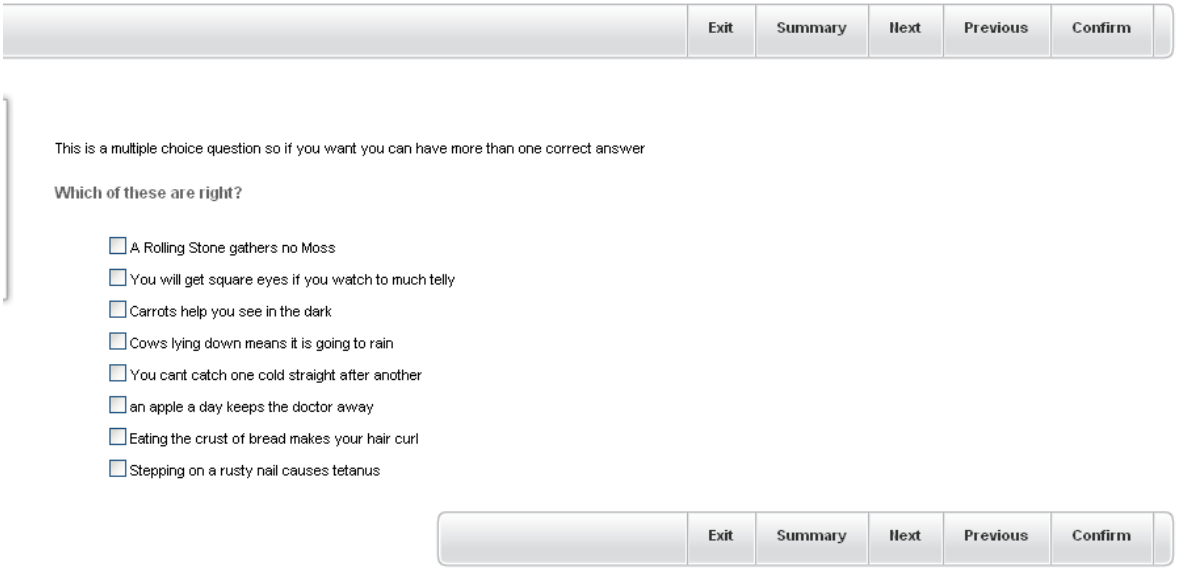
3.3.3 Exclusive Choice

Figure 14 – Exclusive Question

You can select only one answer.

3.3.4 Multiple Choice

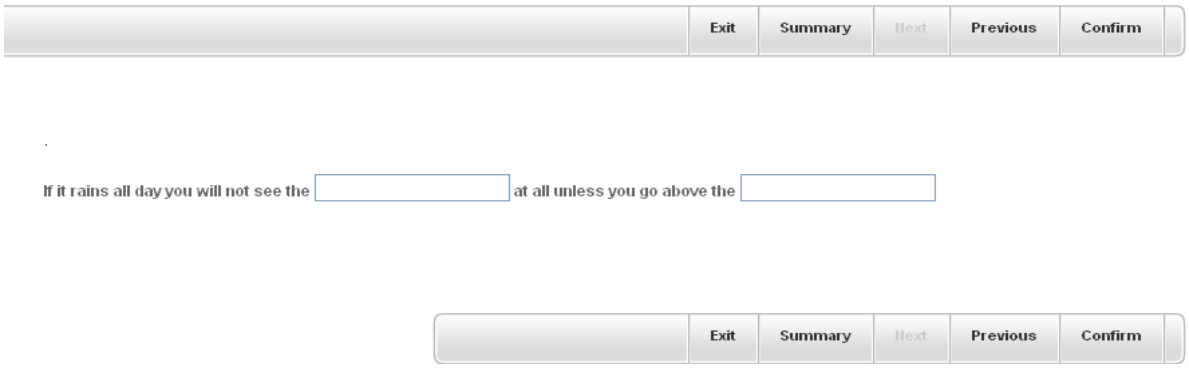
Figure 15 – Multiple Choice Question



You can select one or more answers.

3.3.5 Fill-in the Gaps

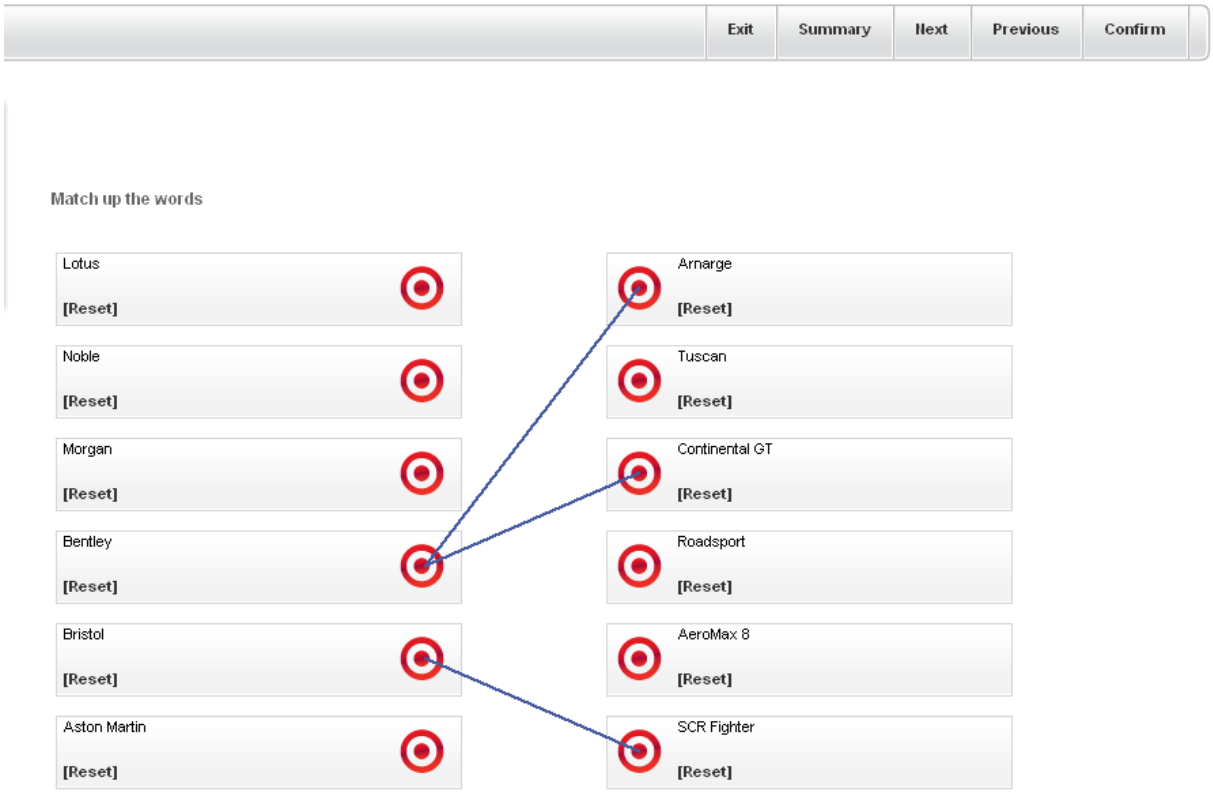
Figure 16 – Fill-in the Gaps Question



Fill in the gaps.

3.3.6 Matching

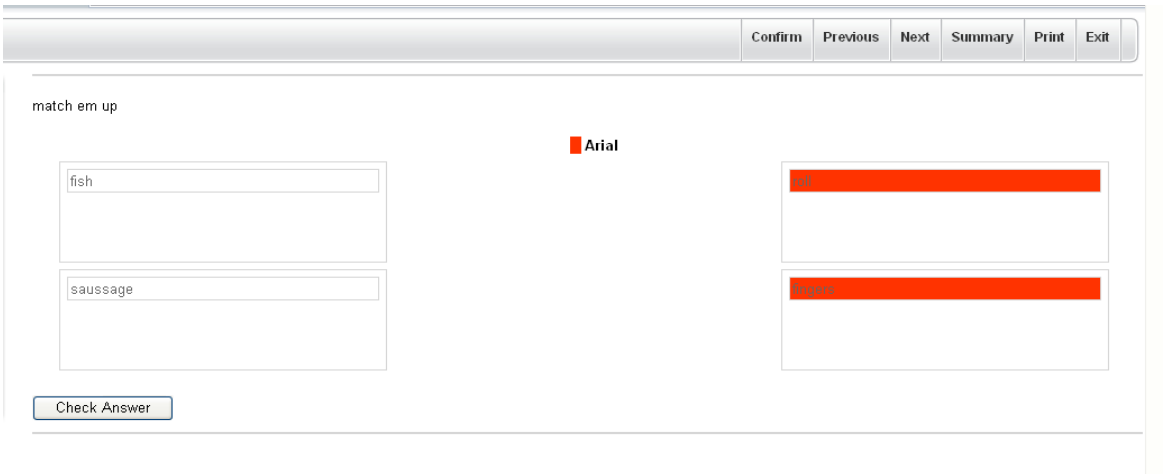
Figure 17 – Matching Question type 1



To match answers first click on one of the circles then move the mouse to the corresponding circle in the opposite column and click.

Note: A single selection can have multiple connections.

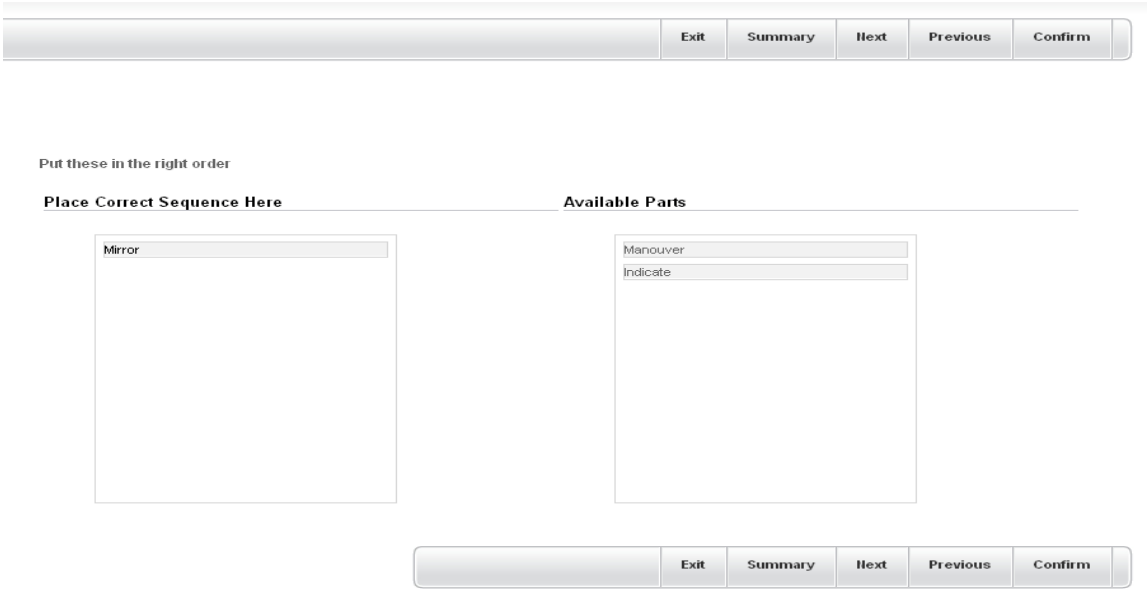
Figure 18 – Matching Question type 2



Drag and drop from the right column to the left column.

3.3.7 Sequencing

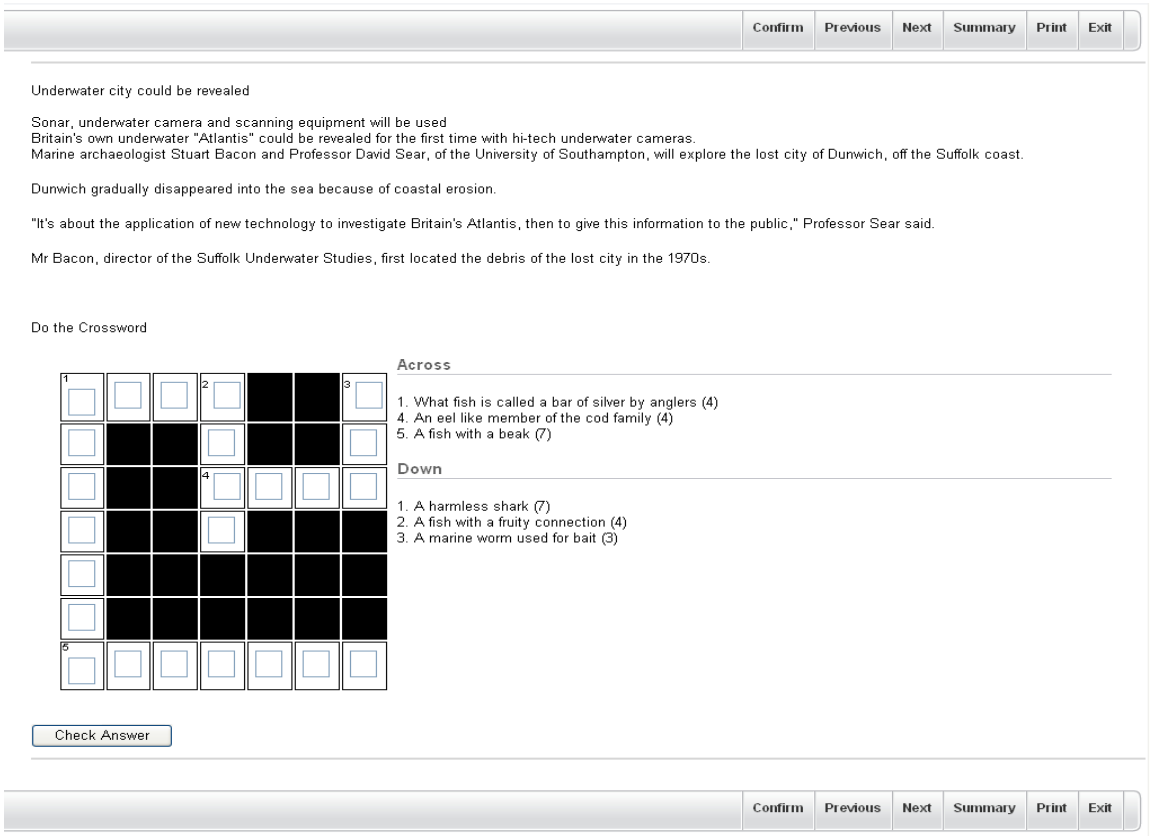
Figure 19 – Sequencing Question



Drag and drop from the ‘Available Parts’ column to the ‘Correct Sequence’ column.

3.3.8 Crosswords

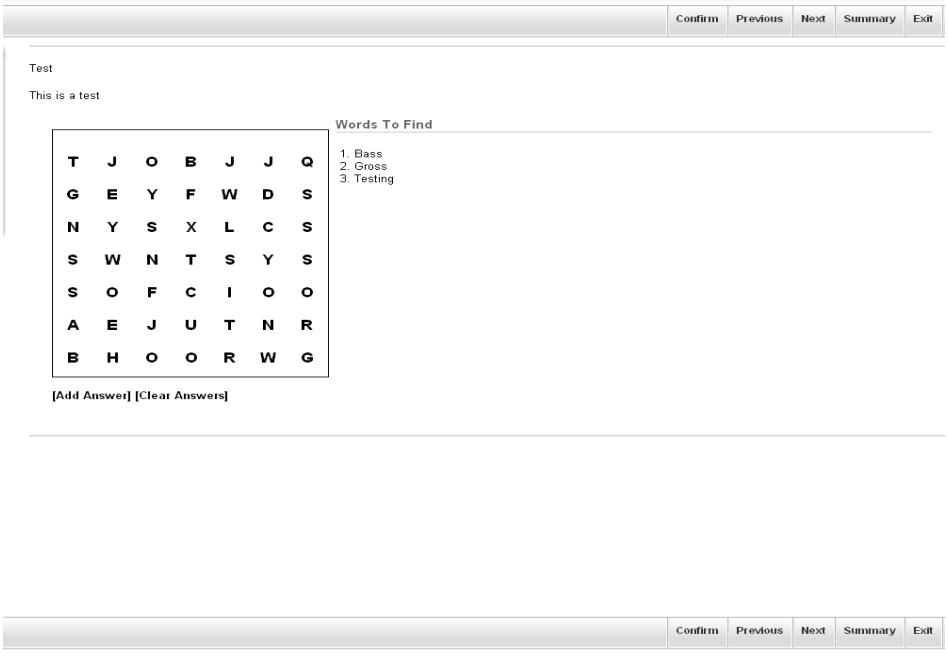
Figure 20 – Crosswords Question



Fill in the answers to the across and down clues.

3.3.9 Word Search

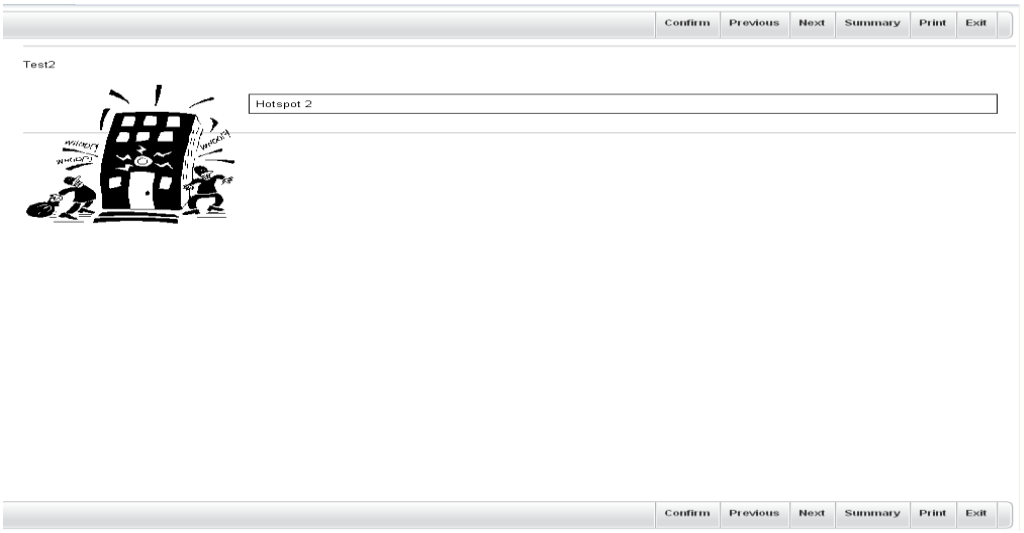
Figure 21 – Word Search Question



Find the words listed. Select add answer then click the first letter in the sequence then click the last letter in the sequence.

3.3.10 Hotspot

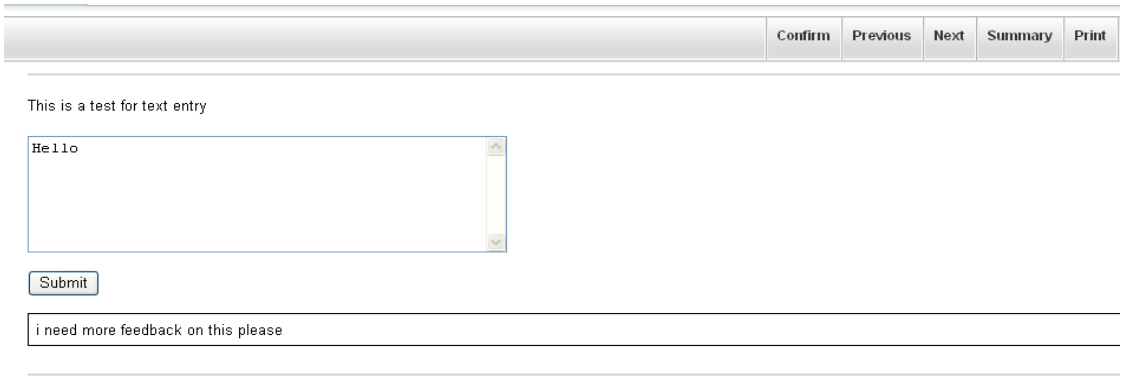
Figure 22 – Hotspot Question



Move the Mouse over an area of the picture and click on it to reveal information on that area.

3.3.11 Text Entry

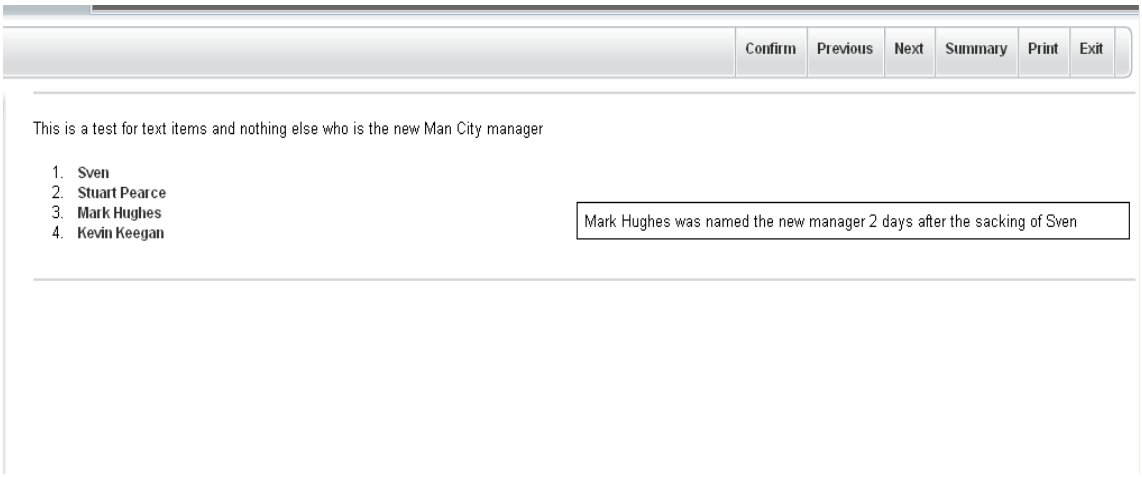
Figure 23 – Text Entry Question



Fill in the text field and click ‘Submit’.

3.3.12 Text Items

Figure 24 – Text Items Question



Click on one of the numbered items to reveal information.

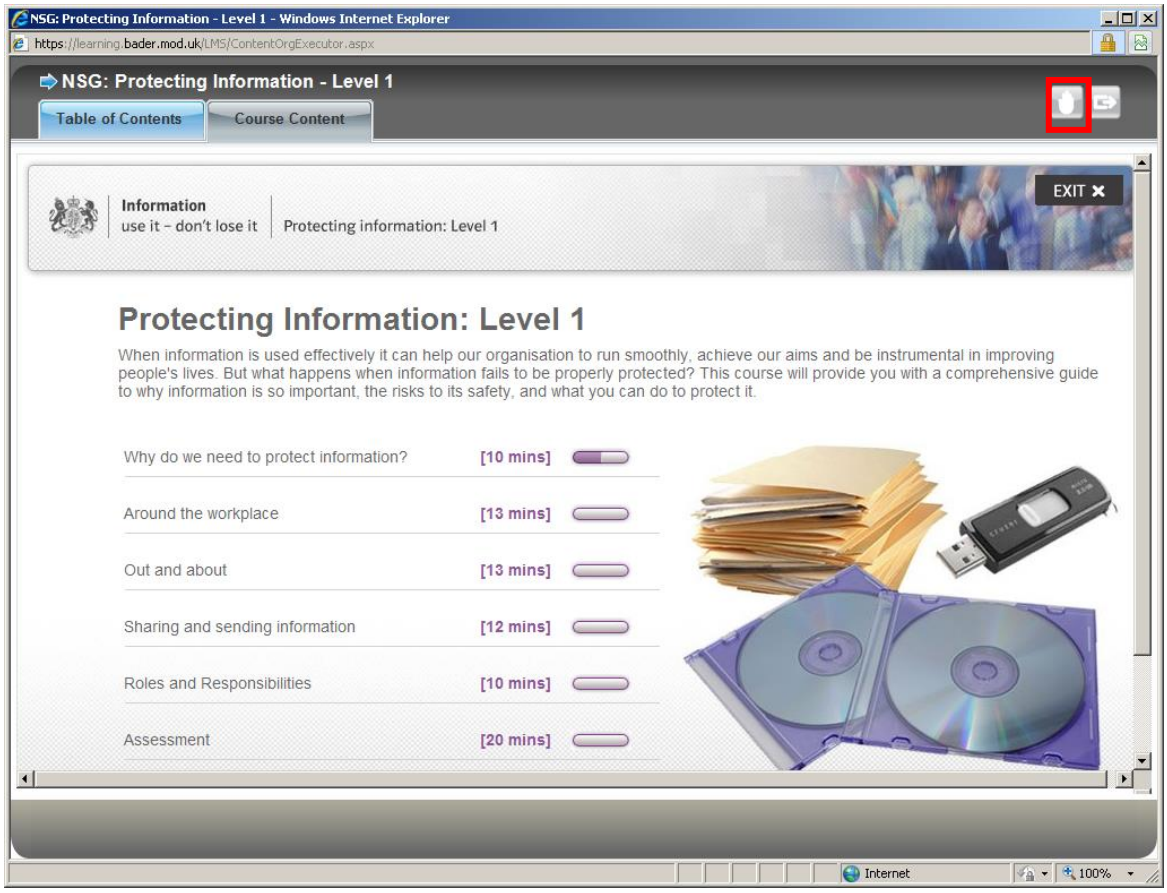
3.4 Asset Link

An asset link is accessed by select ‘Go’ on the table of contents. An asset link is normally a link to a document; typically a PDF or image and it will be displayed within the course window (See figure 7).

3.5 Suspending a Course

If for some reason you find it necessary to leave the course before you have completed it you can suspend it by clicking the 'Suspend All' button on the course menu bar (See figure 25), allowing you to return back to **this point** when you are ready.

Figure 25 – Suspend Course



To resume a course click on the resume course button on the 'My Course' page (See Figure 6).

Warning: If you wish to suspend a course you **must** use the 'Suspend All' button, if you do not you will **lose** all progress you've made and will have to start the course again.

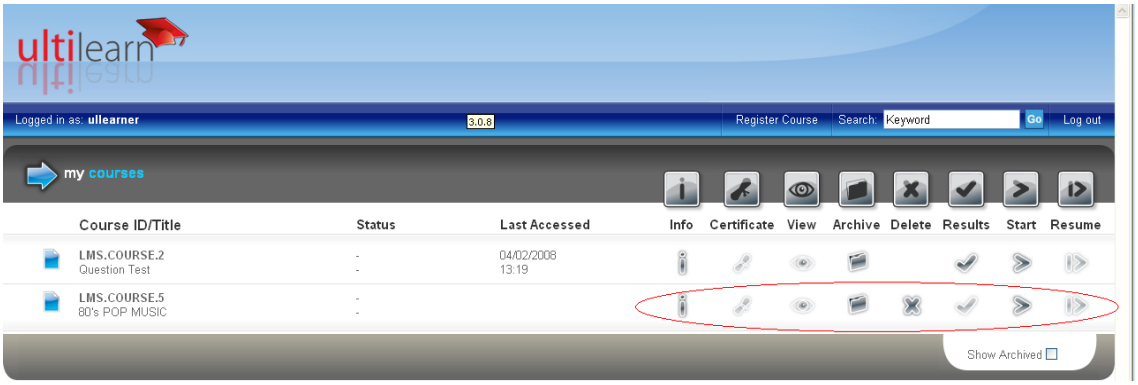
3.6 Using Text Search

You can search for any course that is available to you by entering a keyword into the search dialog box and clicking the arrow button. All the results of your search will be displayed. You are then able to register for the courses found, should you wish. Doing so will return you to the 'My Courses' page (See figure 6).

3.7 Course Symbols

This sections details each symbol on the 'My Courses' page and their function. See figure 26.

Figure 26 – Course Symbols

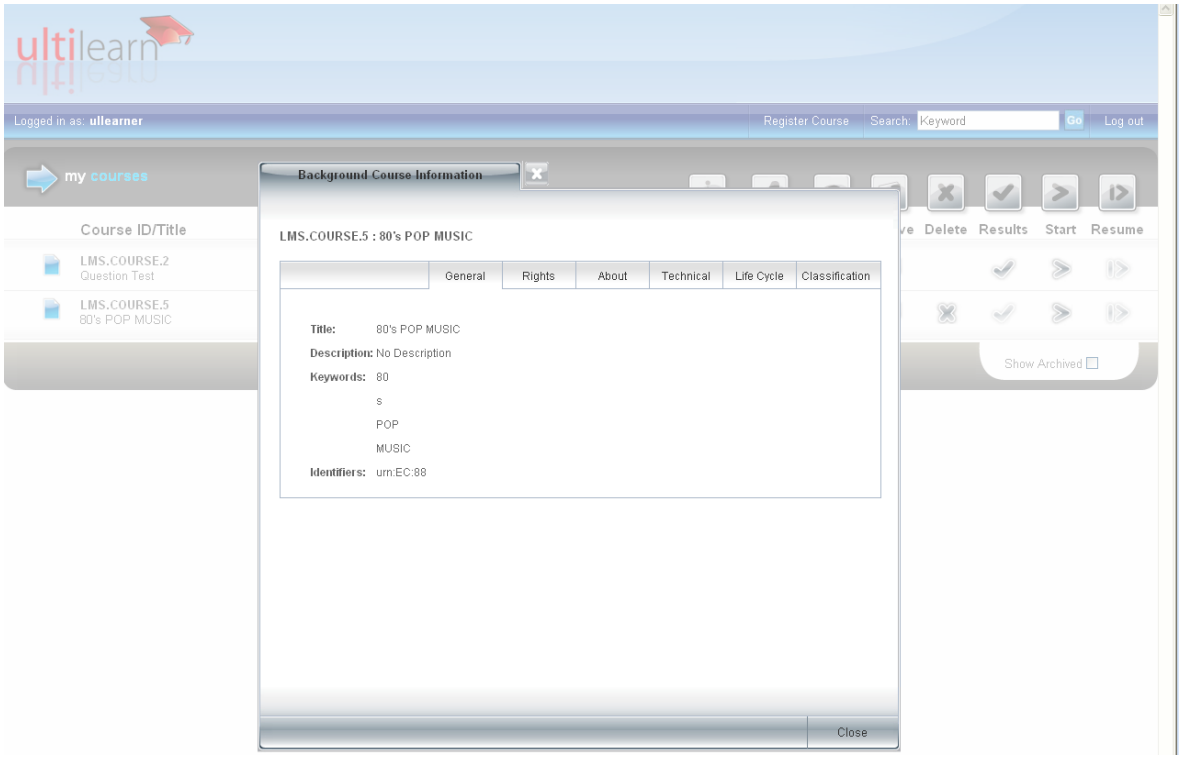


3.7.1 Course Information

The symbol for viewing course information is

Selecting this button will result in the course information being displayed in a focus window (See figure 27).

Figure 27 – Course Information



3.7.2 Course Certificate

The 'Certificate' button will open a certificate you've earned for that course. Certificates are optional, so not all courses will have certificates to view. Clicking button will open the certificate to view and print, in most cases (See figure 28).

Figure 28 - Certificate

3.7.3 View Course

The symbol for the 'View Course' button is

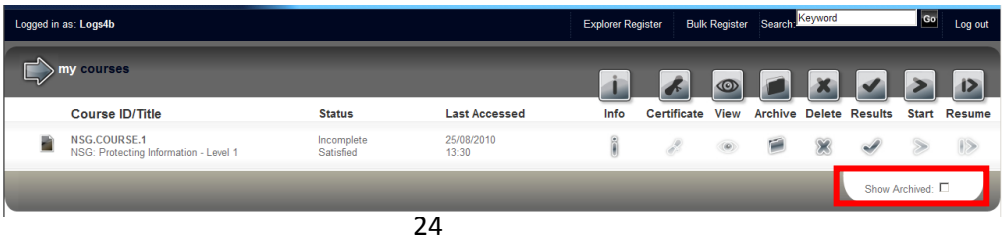
Selecting the 'View Course' button will open the course, however it is read only. This means you will be unable to answer any question or take exams.

3.7.4 Archive Course

The symbol for the 'Archive Course' button is

By archiving a course you can keep you 'My Courses' page free of old previously completed courses. Archived courses are easily retrievable; simply click the 'Show Archived' check box on the 'My Course' page (See figure 29).

Figure 29 – Show Archived



3.7.5 Deleting a Course

The symbol for deleting a course is

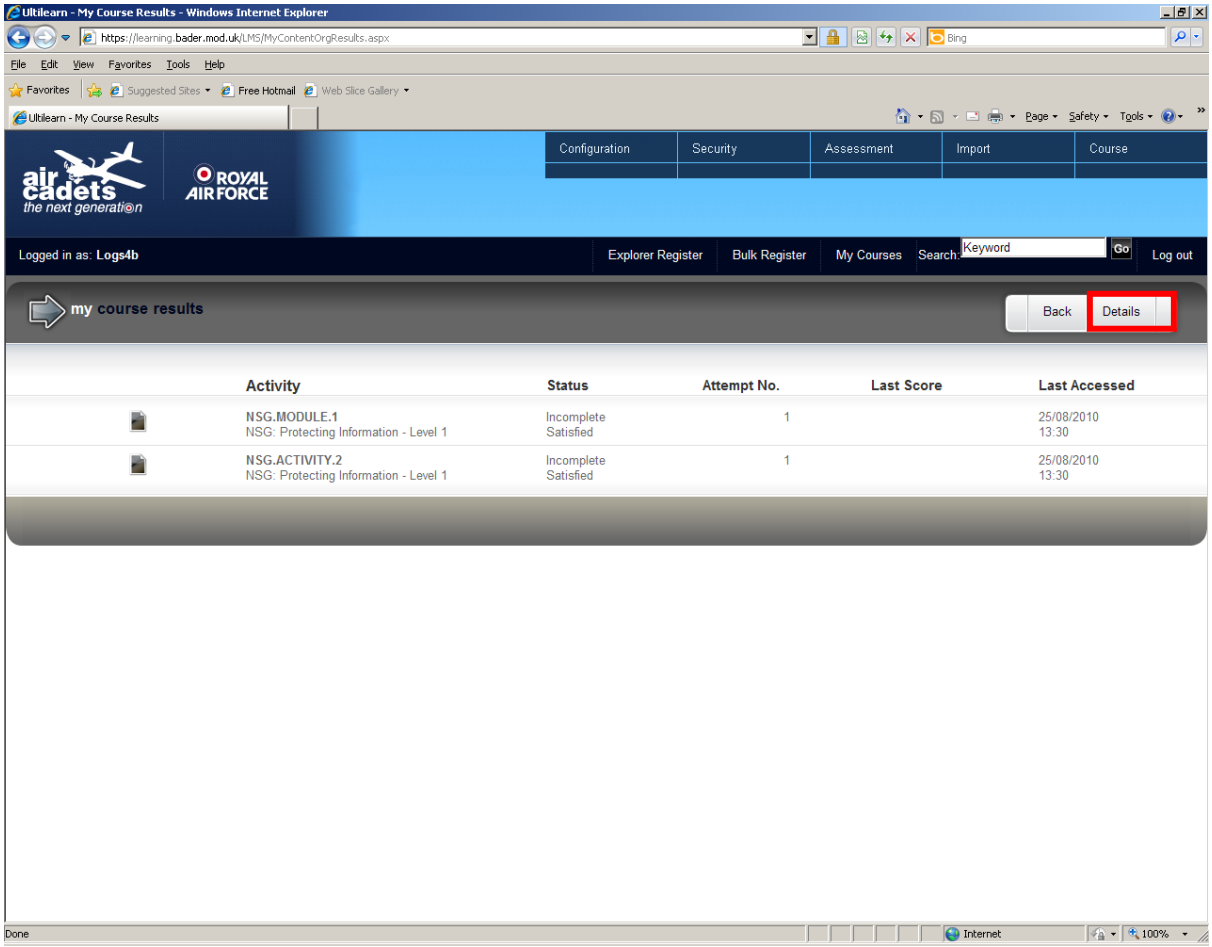
This will remove the course from your 'My Courses' page, but should you be required to, you can re-register for the course using the normal methods (See figure 4).

3.7.6 Course Results

The symbol to view course results is

This will only become available once the course has been completed. Clicking the 'Results' button will display the results for the course broken down into each individual module (See figure 30).

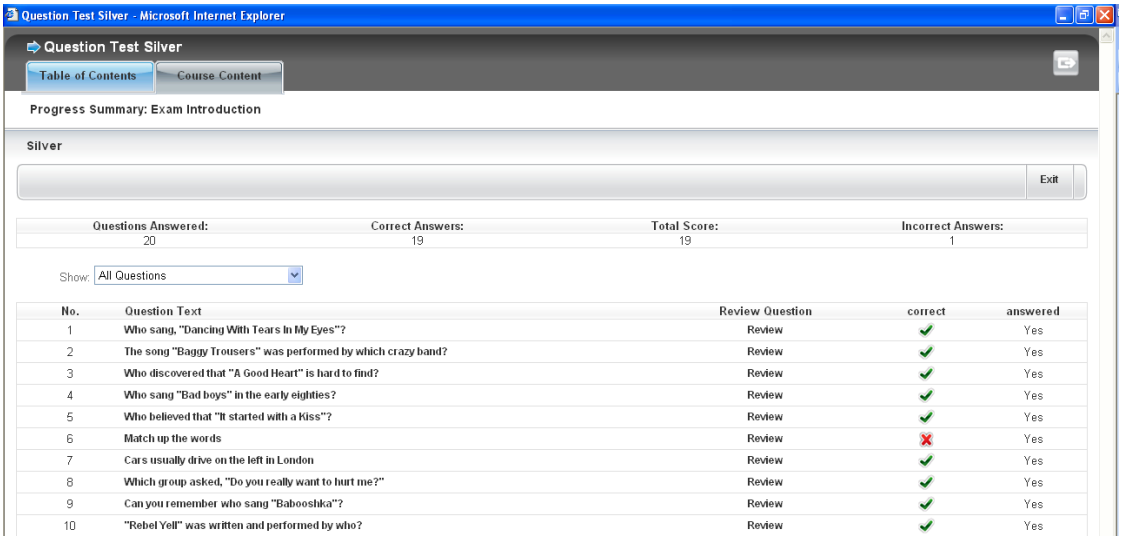
Figure 30 – Course Results



If you then click the 'Details' button, this will provide further break down of each module, if you have attempted any questions you will be able to review your answers

by selecting the icon in the review column. This will provide a question by question break down, showing you both your incorrect and correct answers (See figure 28).

Figure 31 – Question Answers



4.0 ERROR REPORTING

4.1 Error Reporting

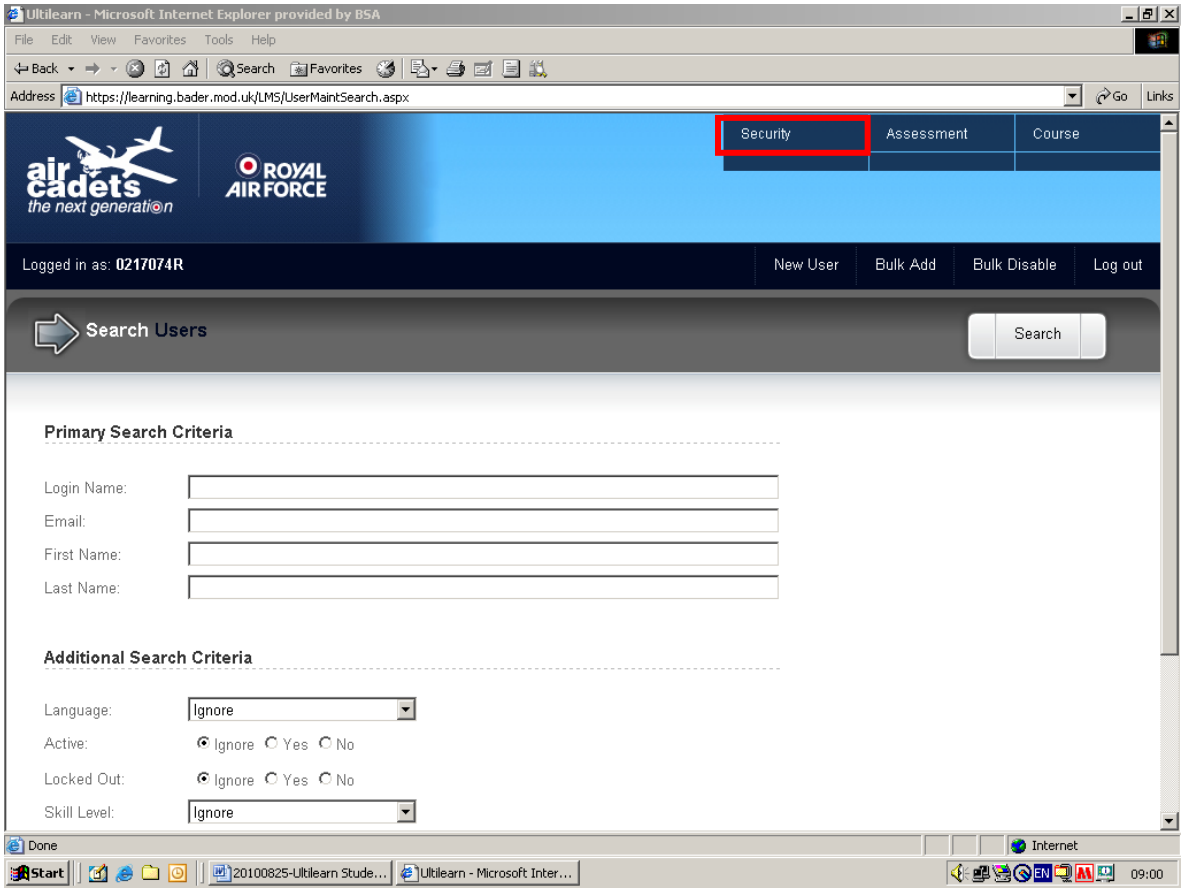
All errors should be raised either via your normal Bader POC or as an E-Learning service request on the Help Desk site. We strongly encourage users to provide as much information as possible. Print screens or a copy of the error message will speed up resolution times. Should you require any assistance raising a service request please refer to the document Service_Desk-U-Bader-North which can be found on the knowledge base.

5.0 EXAMINATIONS

5.1 Adding a Cadet to an Examination

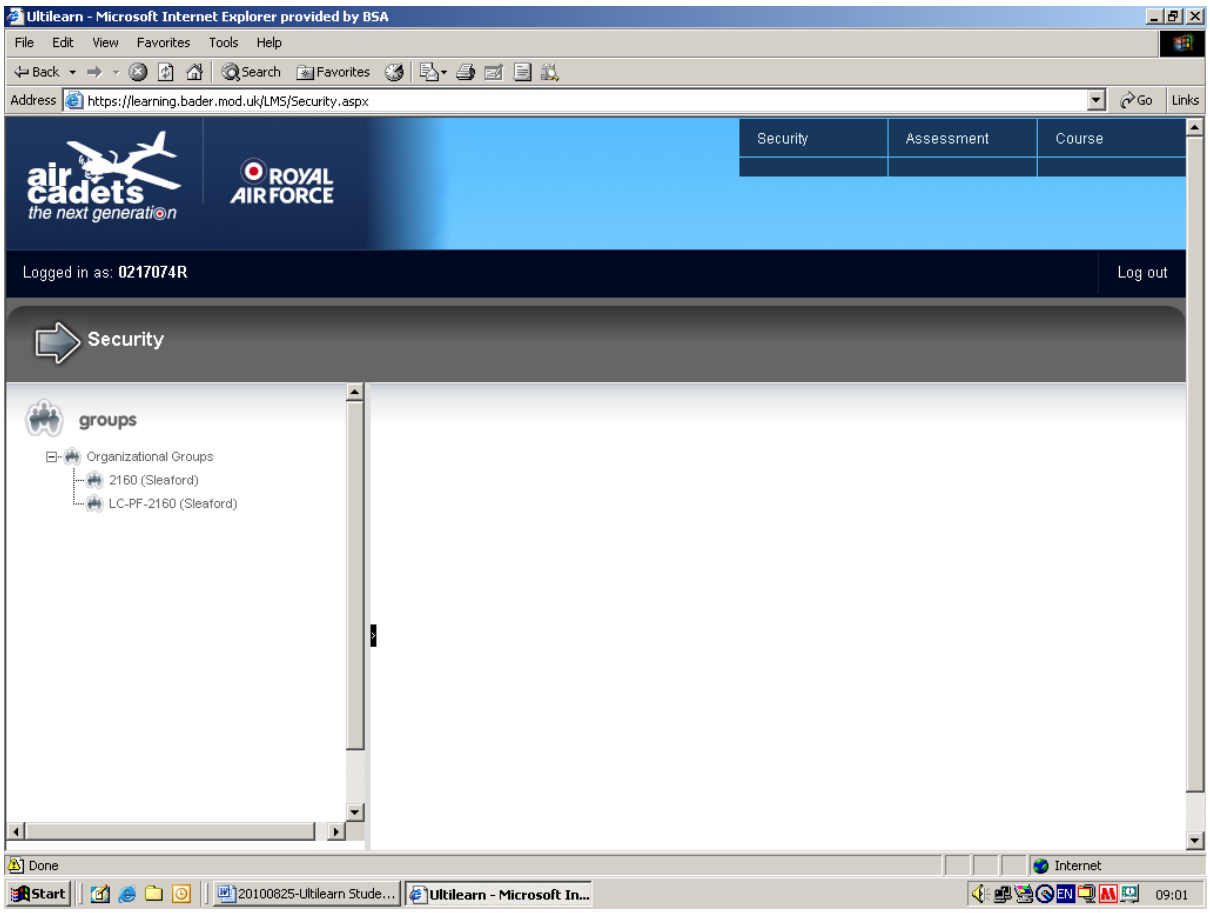
The Instructor running the examination session should log into the database using their Instructors login (See 1.2 Logging into Ultilearn).

Figure 32 – Accessing the Advance Security Window



Click on the ‘Security’ Menus and select ‘Advanced Security’ from the dropdown menu.

Figure 33 – The Group Structure



The Groups you should see are the Squadron on which you are an Instructor, which will contain all the Cadets within the Squadron that have Ultilearn accounts. You can access this information by right clicking on the Squadron and selecting ‘Members’.

Also listed will be the Examinations launched and ready to select for your Cadets. The Referencing System used LC-PF-2121(Sqn title) relates to the Classification = LC – Leading Cadet and then the Subject = PF – Principles of Flight followed by the Sqn to which you are a member.

Right Click on the Examination you wish to register Cadets for and click ‘Members’, this will show you all the Cadets currently able to access the particular examination. To grant another Cadet access to an examination, on the Members window, click ‘Add Users’.

Figure 34 – Accessing the Members Window

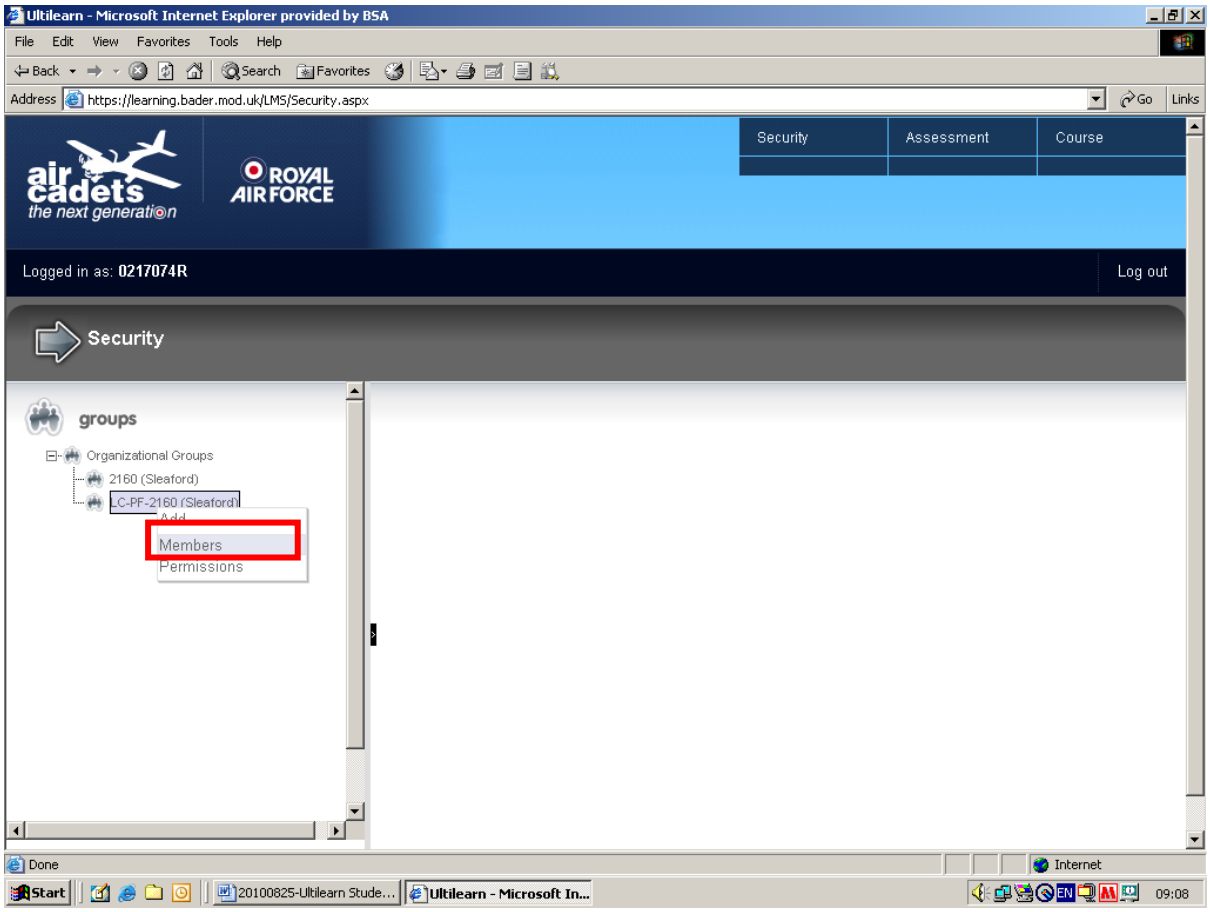
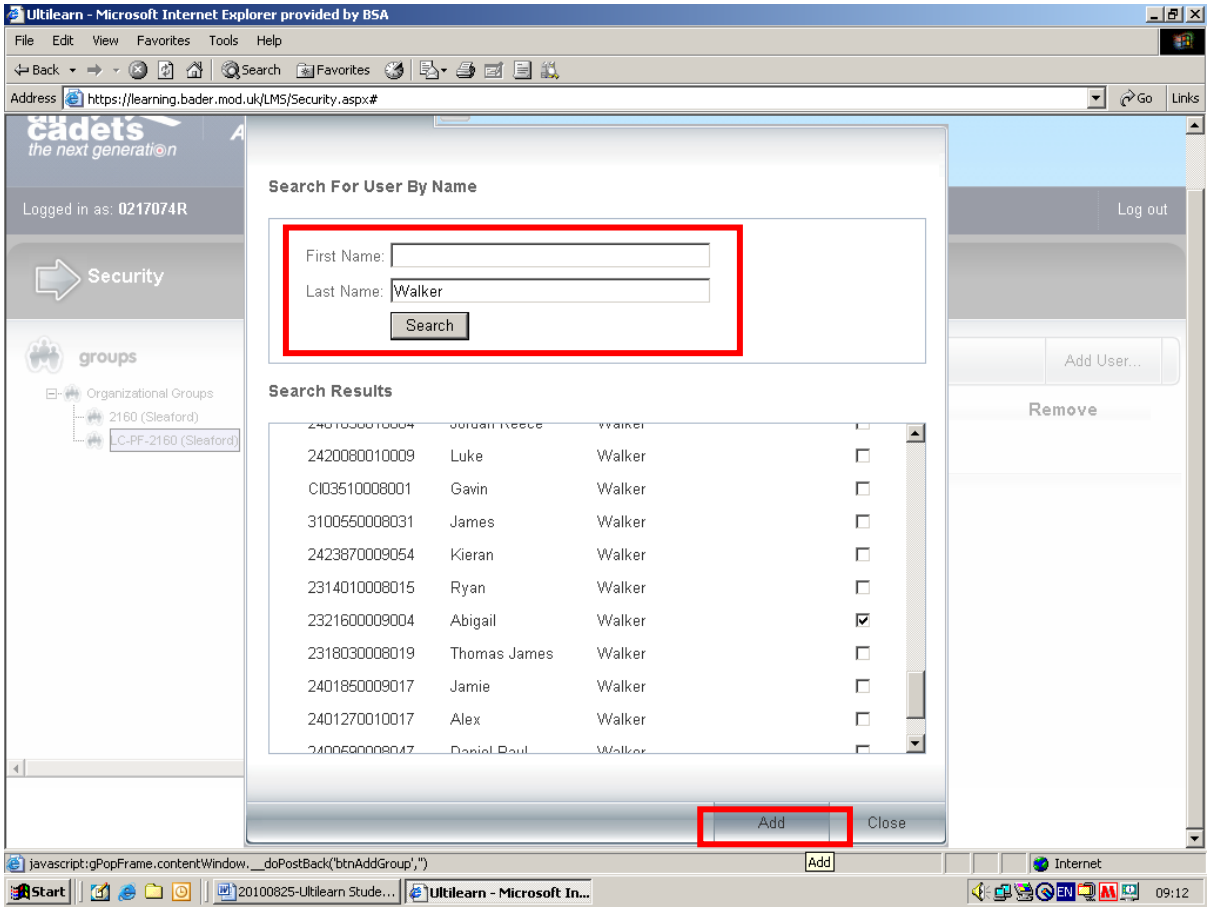


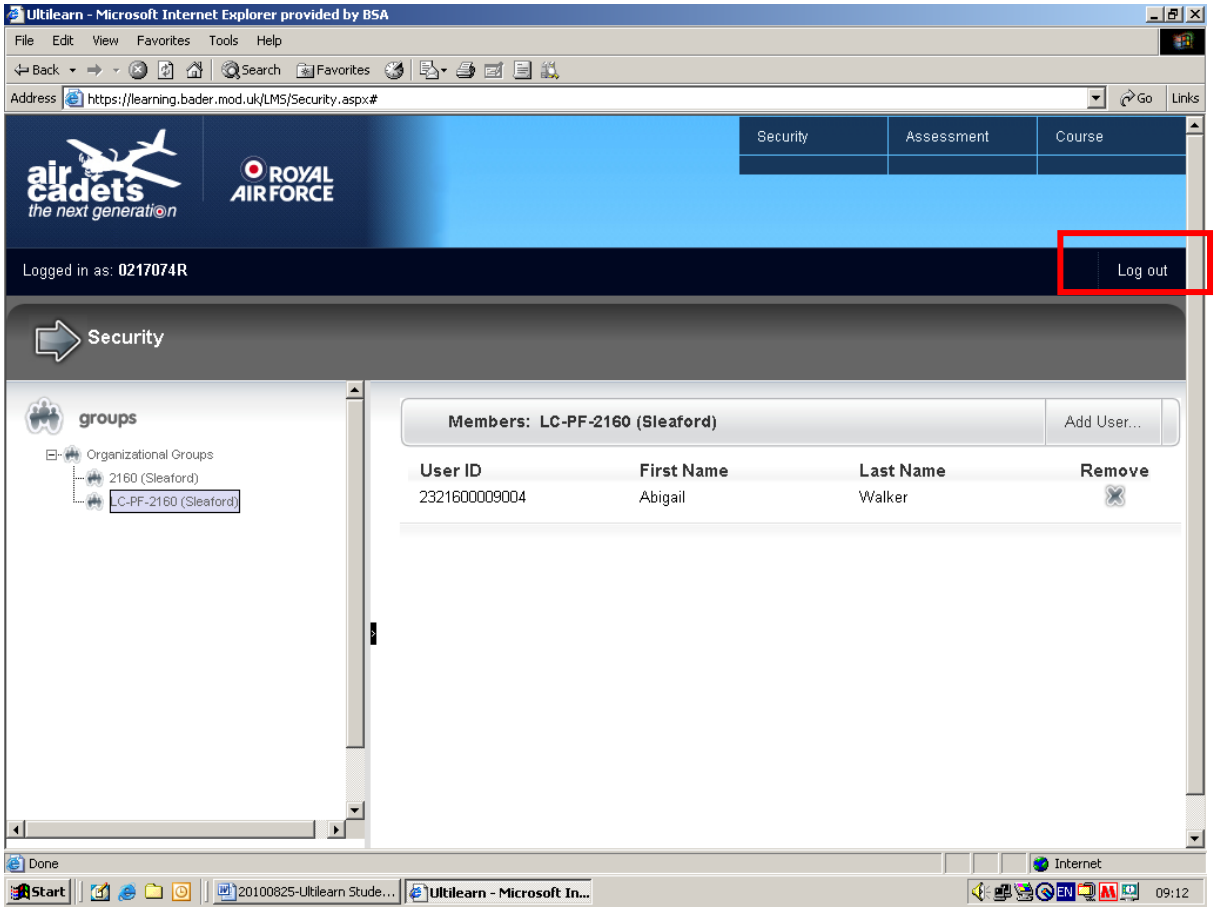
Figure 35 – Adding a Cadet



Type in the name of Cadet you wish to register for this exam and then click ‘Search’ When you find the Cadet you wish to register in the list tick the Select Box and then click ‘Add’. The Cadet will now appear in the Members list for the exam.

Note: Currently you can add a Cadet from any Squadron to your examination group. There is nothing that can be done to change this. Ultimately you are responsible for ensuring the correct Cadet is in your examination group.

Figure 36 – Final Steps



Continue to add Cadets until you have added those you wish to undertake the examination, then click 'Log Out'.

After the Exam Session login to the system and repeat the sequence above to remove the Cadets who have successfully passed the exam by clicking the **X** next to the Cadet names.

A waiting period of 10 days between a Cadet sitting the exam and the re sit will then be enforced so the Instructor should leave the Cadet in the system until they have also passed.